

United States Department of Agriculture
Risk Management Agency

VACANCY ANNOUNCEMENT

Candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, national origin, age, marital or familial status, disability, political affiliation or membership or nonmembership in an employee organization.

ANNOUNCEMENT NUMBER: F8 RMA 169

POSITION TITLE: Secretary (OA)

PAY PLAN, SERIES, GRADE: GS-0318-08

PROMOTION POTENTIAL: None

AREA OF CONSIDERATION: USDA-wide, Local Commuting Area
Status Candidates Only

LOCATION OF POSITION: Risk Management Agency
Deputy Administrator for Insurance Services
Office of the Deputy Administrator
Washington, DC

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 418-8998 (Additional Information)
(202) 418-9116 (TDD)

OPENING DATE: April 20, 1998

CLOSING DATE: May 11, 1998

(TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.)

*Note: USDA EMPLOYEES IN THE LOCAL COMMUTING AREA OF THIS POSITION WHO HAVE RECEIVED OFFICIAL NOTIFICATION OF EXPECTED DISPLACEMENT OR HAVE BEEN IDENTIFIED AS SURPLUS WILL RECEIVE PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM.

SEE REQUIREMENTS UNDER "CTAP ELIGIBLES" FOR ADDITIONAL INFORMATION.

Non-competitive eligible candidates within USDA will be considered. All competitive and non-competitive candidates have to apply by the closing date in order to be considered.

DUTIES: Receives telephone calls and visitors for the Deputy Administrator for Insurance Services. If calls do not require the personal attention of the supervisor, refers callers to the appropriate division or handles calls or visitors personally, as appropriate. Acts as liaison between the Deputy Administrator and Division and staff personnel by providing accurate, timely advice on procedures, reports, requirements and other matters necessary to implement the Deputy Administrator's policies, directives and instructions. Arranges the Deputy Administrator's schedule and reminds the Deputy Administrator of appointments. Sets up, reschedules or refuses appointments, accepts or declines invitations to meetings and arranges for representation by a subordinate official when that is desirable. Arranges travel itineraries and secures accommodations and tickets for supervisor. Prepares travel vouchers. Reviews outgoing correspondence and memoranda for conformance with established policy and viewpoint of the

supervisor and for appropriate clearances, grammar, format, etc. Coordinates the concurrence process for Manager's Bulletins and handles electronic and/or manual distribution to all RMA offices and private reinsured companies. Makes arrangements for conferences and meetings. Assists the Deputy Administrator with budget submissions and revisions by consolidating, organizing, and reviewing budget data, and tracking office obligations and expenditures. Utilizes office hardware and software to create, format, modify, and print a variety of documents; to track projects; prepare presentations; monitor expenses, etc.

QUALIFICATION REQUIREMENTS:

The following are minimum qualification requirements for this position:

- One year of specialized experience which

-- is typically related to the line of work of the position being filled; and -- has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of this position.

Note: To be creditable, the specialized experience must have been at least equivalent to the next lower grade in the normal line of progression in the Federal service.

Candidates must be able to type 40 words per minute.

BASIC ELIGIBILITY:

- You must have competitive civil service status.
- You must be a U.S. citizen to apply.
- Status applicants must meet time-in-grade restrictions.

EVALUATION CRITERIA:

Evaluation will be based on review of the following:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

- 1 Ability to handle day to day activities and priorities to assure efficient office operations. (Incumbent arranges the Deputy Administrator's schedule, reschedules appointments as priorities dictate, receives and refers visitors, coordinates office communication, tracks office correspondence, issuances and/or projects).
- 2 Knowledge of administrative procedures and practices. (Incumbent reviews budget data, tracks office obligations and expenditures, coordinates with administrative support offices on staff requests/required reports, devises and evaluates office administrative procedures.)
- 3 Knowledge of the capabilities, operations, and functions of a variety of office automation software. (Incumbent creates, formats, and prints documents using word processing software and uses other types of

software such as spreadsheet, database, presentation, project management for a variety of office assignments.)

- 4 Knowledge of travel rules and regulations. (Incumbent arranges all travel details, accommodations, and tickets. Prepares travel vouchers.)
- 5 Knowledge of correspondence practices, required formats, and rules of grammar. (Incumbent reviews outgoing correspondence and memoranda for conformance with policy and viewpoint of the supervisor, appropriate clearances, grammar, clarity of expression, spelling, format, etc.)

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- Status applicants must submit a copy of their latest Notification of Personnel Action (SF-50) that shows competitive civil service status.
- A copy of college transcript (if you are using education to qualify)

CTAP ELIGIBLES:

To receive selection priority, CTAP eligibles must:

- apply to a specific vacancy announcement within the local commuting area of the position you are being displaced from;
- apply for a position at the same or lower grade than the position last held and which has no greater promotion potential;
- hold, or last held, a position in the competitive service under a career or career-conditional appointment;
- have a current or last performance rating of at least fully successful, or equivalent;
- submit appropriate proof of CTAP eligibility (e.g., RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; a Notification of Personnel Action (SF-50) verifying separation as a result of RIF or declining a transfer of function or directed reassignment to another commuting area; official certification that your disability annuity has been or is being terminated; official certification stating displacement as a result of termination of injury compensation);
- submit all required forms as described under "How to Apply"; and
- be determined to be basically eligible and otherwise "well-qualified" by receiving a satisfactory rating on each KSA or an average satisfactory rating on the total number of KSA's as described under "Supplemental KSA Statements"

NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.
- Please indicate job announcement number on your application.

- To be considered for this position the above forms must be received no later than the closing date of this announcement.
- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- FFAS employees located at the Park Office Center, Portals Building, and the Reporters Building may use the interoffice mail system to transmit employment applications.
- Faxed applications will not be accepted.
- Relocation expenses are not authorized.

OTHER INFORMATION:

- The following individuals who submit evidence of their eligibility may be considered under other hiring authorities:
 - Individuals with disabilities
 - Former Peace Corps, Vista, Action Cooperative Volunteers
 - VRA Eligibles
 - 30 Percent Disabled Veterans

ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

USDA-FSA-HRD-SUITE 5000
2117 L STREET NW
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000
OR
1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building
(Mail Slot in Door)

USDA NONDISCRIMINATION STATEMENT

- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.